



the Stafford Gymnastics Suspension/Cancellation Form

Child Surname: _____ Child First Name: _____ DOB: _____

Child's Class: _____ Class Day: _____ Class Time: _____

Parent/Guardian Full Name: _____ Mobile No.: _____

☐ Suspension Request From: _____ To: _____

Members have the privilege to suspend their enrolment by e-mailing Stafford@ymcabrisbane.org. You must provide fourteen (14) days' notice (**with 4 hours or more notice before next booked class**) if you wish to suspend your enrolment.

Members are entitled to suspend their enrolment for a maximum of 2 unpaid weeks per 12 week block of payments (8 weeks per year). All suspensions must be actioned before the nominated time period. Suspensions **will not** be back dated.

☐ Cancellation Request - Please confirm that 12 Active Weeks have been completed YES/NO

Last Day of Attendance: _____

To assist us in always improving, please provide your REASON FOR CANCELLATION:

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Members may cancel an enrolment after the minimum period of 12 active weeks (6 fortnightly payments). You must provide fourteen (14) days' notice (**with 4 hours or more notice before next booked class**) if you wish to cancel your enrolment. To cancel your enrolment, please e-mail Stafford@ymcabrisbane.org.

A confirmation return email from us is required to finalise the cancellation. Any fees due within your fourteen (14) days' notice period will be charged as normal and any outstanding fees must be paid at the time of cancellation. Cancellations will be processed from the date of receipt of your request.

Cancellation notice may not coincide with any fee suspension.

Parent/Guardian Signature: _____ Date: _____

Office Use Only

Suspension/Cancellation Received Date: _____ Time: _____

Processed by: _____ Date: _____

Suspended Dates: _____ Actioned on Links: _____

Cancellation Last Direct Debit Date: _____

BLOCK DATES

2022 Dates	2023 Dates
Block 1 - 10 th January – 2 nd April	Block 1 – 9 th January – 1 st April
Block 2 – 4 th April – 25 th June	Block 2 – 3 rd April – 24 th June
Block 3 – 27 th June – 17 th Sept	Block 3 – 26 th June – 16 th Sept
Block 4 – 19 th Sept – 10 th Dec	Block 4 – 18 th Sept – 9 th Dec